SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CORRECTIONAL FACILITY
Training and Experience Assessment

PLEASE READ INSTRUCTIONS CAREFULLY
This Training and Experience Assessment (T&E) will be used to measure your experience, training, and/or education relevant to the Supervising Psychiatric Social Worker I, Correctional Facility. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with California Correctional Health Care Services (CCHCS).

The T&E is the exam and it will be weighted 100% of your score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by CCHCS to fill our existing and/or future vacancies. A “Conditions of Employment” form is included in this T&E that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

Please follow all instructions carefully and completely.

THIS AFFIRMATION MUST BE COMPLETED
I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE:________________________________________________________ DATE:________________________

NAME (PRINTED):_________________________________________ LAST FOUR DIGITS SOCIAL SECURITY NUMBER:______________

ADDRESS:____________________________________________________________________________________________________

CITY:_________________________________________ STATE:______________ ZIP CODE:________________

WORK PHONE NUMBER:_________________________ HOME PHONE NUMBER:_________________________

FILING INSTRUCTIONS:
Please submit 1.) a State application (STD. 678) (Go to: https://jobs.ca.gov/Profile/StateApplication for a copy of the State application.) and 2.) this Completed Training and Experience Assessment as follows:

By mail to: California Correctional Health Care Services
Examination Services Section, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

OR

In person to: California Correctional Health Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758
MINIMUM QUALIFICATIONS

You must meet the Minimum Qualifications by the date the T&E is signed. If not, your application will be rejected and your T&E exam will not be scored. Please ensure that your State application (STD. 678) clearly indicates your experience, training, and/or education relevant to the Supervising Psychiatric Social Worker I, Correctional Facility Minimum Qualifications as stated below:

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.)

(Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.)

And

Education: Completion of a master’s degree program from an accredited school of social work, approved by the Council on Social Work Education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.

And

Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4980.40(f)(3) of the Business and Professions Code.

And

Either I

Two years of experience performing the duties of a Psychiatric Social Worker, Correctional Facility, in the California state service.

Or II

Experience: Four years of experience in psychiatric social work, at least one year of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric outpatient program, in a psychiatric hospital, or in a psychiatric department of a hospital.
### JOB REQUIREMENTS

The following are job requirements. Please indicate your willingness to comply with each job requirement listed. *(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in this exam.)*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you willing to work at California Department of Corrections and Rehabilitation’s correctional facilities with the California Correctional Health Care Services?</td>
<td></td>
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<tr>
<td>2. Are you willing to treat inmate-patients in a professional, ethical, and tactful manner?</td>
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<td>3. Are you willing to follow institutional safety and security policies?</td>
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<td>4. Are you willing to maintain privacy and confidentiality regarding individual inmate-patient health information?</td>
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<td>5. Are you willing to promote positive, collaborative, professional working relationships among co-workers and peace officers?</td>
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<tr>
<td>6. Are you willing to comply with tuberculosis screening requirements?</td>
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<tr>
<td>7. Are you willing to work around peace officers armed with chemical agents and/or weapons?</td>
<td></td>
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<tr>
<td>8. Are you willing to follow the institutional dress code?</td>
<td></td>
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<tr>
<td>9. Are you willing to provide professional and ethical mental health care to inmate-patients, including the mentally ill and developmentally disabled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are you willing to work among inmate-patients, including some who may be mentally ill, developmentally disabled, potentially dangerous, or sex offenders?</td>
<td></td>
<td></td>
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<tr>
<td>11. Are you willing to work with inmate-patients who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis?</td>
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<tr>
<td>12. Are you willing to wear protective clothing and apparatus as required?</td>
<td></td>
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<tr>
<td>13. Are you willing to complete on-going education specific to licensure, and required in-service training (IST)/on-the-job training (OJT)?</td>
<td></td>
<td></td>
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<tr>
<td>14. Are you willing to work various and/or extended hours as required?</td>
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### DEGREES/CERTIFICATIONS

Please indicate if you have any of the following degrees and/or certifications by marking the appropriate box.

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>15. Associate of Arts/Bachelor of Arts degree in Psychology or Sociology</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>17. Substance Abuse Professional Certification</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>18. Certified Domestic Violence Counselor</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>19. Certified HIV Counselor</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>20. Professional Organization Membership (e.g., National Association of Social Workers, California Association of Social Workers, etc.)</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>
### Instructions:
Please read instructions carefully. For Items 20 – 31, please indicate the following:

**Recency:**
- Check this box if you have performed this task within the last 24 months.

**Frequency:**
- Check **only one** box to indicate the Frequency in which you have performed this task.

**Level of Skill:**
- Check **only one** box to indicate the level of skill you have in performing this task.

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Recency</th>
<th>Frequency</th>
<th>Level of Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed task within the last 24 months</td>
<td>Daily or Weekly</td>
<td>Monthly</td>
<td>Annually</td>
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</tbody>
</table>

21. Supervise clinical social workers and staff to ensure compliance with program policies.

22. Supervise training of psychiatric social worker students.

23. Develop psychiatric work treatment plans in an assigned district or in an institution/clinic for mentally and/or emotionally disturbed, mentally deficient or physically disabled patients, inmates, youthful offenders, or parolees.

24. Evaluate staff performance and take or recommend appropriate action.

25. Recruit, screen, interview, and hire clinical social workers.

26. Oversee clinical social workers case assignments to ensure the appropriate delivery of psychosocial services are being met.

27. Provide clinical guidance and training for clinical social workers to improve quality of care and provide appropriate treatment.

28. Provide follow-up appointments with chronically ill patients to facilitate continuity of care and management of patients’ conditions.

29. Ensure the timely completion of initial psychiatric evaluations, patient treatment plans, and interdisciplinary treatment team meetings.

30. Interview patients to determine mental health diagnoses.

31. Establish professional and respectful working relationships with supervisors, administrators, staff subordinates, parolees, etc.

32. Develop programs for community planning and education and coordinate needs of hospitals, clinics with other agencies and communities.
<table>
<thead>
<tr>
<th>WORK EXPERIENCE</th>
<th>RECENCY</th>
<th>FREQUENCY</th>
<th>LEVEL OF SKILL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Performed task within the last 24 months</td>
<td>Daily or Weekly</td>
<td>Performed less than one year</td>
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<tr>
<td><strong>Instructions</strong>: Please read instructions carefully. For items 32 – 35, please indicate the following:</td>
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</tr>
<tr>
<td><strong>Recency</strong>:</td>
<td>• Check this box if you have performed this task within the last 24 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Frequency</strong>:</td>
<td>• Check only one box to indicate the Frequency in which you have performed this task.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level of Skill</strong>:</td>
<td>• Check only one box to indicate the level of skill you have in performing this task.</td>
<td></td>
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<tr>
<td>33. Work as a team member with other treatment disciplines.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>34. Participate in meetings, committees, and conferences.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>35. Participate in peer review/quality management process.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>36. Interact with outside monitoring agencies.</td>
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<td>☐</td>
<td>☐</td>
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</tbody>
</table>
SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CORRECTIONAL FACILITY
Conditions of Employment (Form 631)

Name: ___________________________________

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (A) Any
- (D) Permanent Full-Time
- (K) Limited-Term Full-Time
- (R) Permanent Part-Time
- (U) Limited-Term Part-Time
- (T) Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

NOTE: California State Prison has been abbreviated to "CSP".

☐ (0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

NORTHERN REGION

- ☐ 0309 Mule Creek State Prison
  Ione, Amador County
- ☐ 0802 Pelican Bay State Prison
  Crescent City, Del Norte County
- ☐ 1802 California Correctional Center
  Susanville, Lassen County
- ☐ 1805 High Desert State Prison
  Susanville, Lassen County
- ☐ 2102 CSP, San Quentin
  San Quentin, Marin County
- ☐ 3400 Headquarters
  Elk Grove, Sacramento County
- ☐ 3404 Folsom State Prison
  Represa, Sacramento County
- ☐ 3423 CSP, Sacramento
  Represa, Sacramento County
- ☐ 3901 Deuel Vocational Institution
  Tracy, San Joaquin County
- ☐ 3914 California Health Care Facility/
  DeVitt Correctional Facility
  Stockton, San Joaquin County
- ☐ 4804 California Medical Facility
  Vacaville, Solano County
- ☐ 4811 CSP, Solano
  Vacaville, Solano County
- ☐ 5505 Sierra Conservation Center
  Jamestown, Tuolumne County

CENTRAL REGION

- ☐ 1015 Pleasant Valley State Prison
  Coalinga, Fresno County
- ☐ 1514 North Kern State Prison
  Delano, Kern County
- ☐ 1522 Kern Valley State Prison
  Delano, Kern County
- ☐ 1605 Avenal State Prison
  Avenal, Kings County
- ☐ 1606 CSP, Corcoran
  Corcoran, Kings County
- ☐ 1608 California Substance Abuse Treatment Facility
  Corcoran, Kings County
- ☐ 2003 Central California Women’s Facility
  Chowchilla, Madera County
- ☐ 2004 Valley State Prison
  Chowchilla, Madera County
- ☐ 2701 Correctional Training Facility
  Soledad, Monterey County
- ☐ 2708 Salinas Valley State Prison
  Soledad, Monterey County
- ☐ 4005 California Men’s Colony
  San Luis Obispo, San Luis Obispo County

SOUTHERN REGION

- ☐ 1307 Calipatria State Prison
  Calipatria, Imperial County
- ☐ 1308 Centinela State Prison
  Imperial, Imperial County
- ☐ 1503 California Correctional Institution
  Tehachapi, Kern County
- ☐ 1513 Wasco State Prison
  Wasco, Kern County
- ☐ 1523 California City Correctional Facility
  California City, Kern County
- ☐ 1995 CSP, Los Angeles
  Lancaster, Los Angeles County
- ☐ 3310 California Rehabilitation Center
  Norco, Riverside County
- ☐ 3313 Chuckawalla Valley State Prison
  Blythe, Riverside County
- ☐ 3329 Ironwood State Prison
  Blythe, Riverside County
- ☐ 3612 California Institution for Men
  Chino, San Bernardino County
- ☐ 3613 California Institution for Women
  Corona, San Bernardino County
- ☐ 3715 R.J. Donovan Correctional Facility
  San Diego, San Diego County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Examination Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.
RECRUITMENT QUESTIONNAIRE

HOW DID YOU HEAR ABOUT THE SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CORRECTIONAL FACILITY EXAM?

_The questions below are not part of the exam and are for informational purposes only._

1. Check the box(es) that best describes how you found out about the Supervising Psychiatric Social Worker I, Correctional Facility exam.

- ☐ College Recruitment
- ☐ CDCR Employee/Relative
- ☐ CDCR Website
- ☐ Job Fair/Career Event (California)
- ☐ Job Fair/Career Event (Outside of California)
- ☐ Advertisement in Magazine/Journal
- ☐ Mailer
- ☐ Newspaper
- ☐ Internet Search (Career Builder, Google, AOL, etc.)
- ☐ State Personnel Board (SPB)

2. Check the box(es) that best describes the reason for selecting CCHCS as your place of employment.

- ☐ Competitive Salary
- ☐ Benefits
- ☐ Retirement
- ☐ Career Challenge
- ☐ Gain Experience in a Correctional Setting
- ☐ Flexible Shifts
- ☐ Opportunity
- ☐ All of the Above